

MASSAGE PRACTITIONER/ESTABLISHMENT REGISTRATION APPLICATION

General Information: Complete application as indicated below. Individual applicants in private practice should follow the directions below for "Massage Practitioners". Send or deliver all applications to the Allentown Health Bureau, Environmental Health Services, 410 City Hall, 435 W. Hamilton St., Allentown, PA, 18101-1699. Make check or money order payable to the City of Allentown, Bureau of Health. **DO NOT SEND CASH.** Call (610) 437-7759 if you have any questions. All registrations expire annually on January 31.

INSTRUCTIONS

Massage Practitioners: Applicants must complete Sections A, D, E, F and G of this form. You must submit the following with your application: 1) required fee; 2) PA State Police Criminal History Background Check; 3) two passport-type photos of applicant.

Massage Establishments: Applicants must complete Sections B, C, and H of this form. You must submit the following with your application: 1) required fee; 2) PA State Police Criminal History Background Check for establishment owner (if corporation submit CEO's; if partnership, submit one for each partner). Corporate applicants may be further required to submit additional PA State Police Criminal History Background Check for each corporate officer, director or manager.

A. MESSAGE PRACTITIONER

1. Name _____
2. Address (No PO Boxes) _____
3. Phone (home) _____
4. Phone (business) _____
5. Social Security No. _____
6. Height _____
7. Weight _____
8. Sex _____
9. Date of Birth _____

INDICATE BELOW WHERE YOU INTEND TO PRACTICE MESSAGE:

10. Name of Facility _____
11. Address _____

12. Phone _____
13. Will you also practice massage at private clientele locations? _____ yes _____ no

B. MESSAGE ESTABLISHMENT

1. Facility Name _____
2. Address _____

3. Phone _____
4. Manager Name _____
5. Emergency Phone _____

C. OWNER INFORMATION

1. Type of Ownership
☐ Corporation ☐ Partnership ☐ Owner/Operator
☐ Other (Specify) _____
2. Owner's Name _____
3. Owner's Address _____

4. Phone _____
5. Where should all future correspondence be mailed? Please check one.
☐ Facility address in Section B.
☐ Owner address in Section C.

REGISTRATION FEES

Practitioner	\$50.00
Establishment	\$90.00

FOR HEALTH BUREAU USE ONLY

Amount Rec'd _____ Expiration Date _____
 Date Rec'd _____ Reviewed By _____
 Registration # Issued _____ Date _____

D. EDUCATIONAL HISTORY:Dates AttendedName of SchoolAddress

Have you attended any special classes for the study of massage? (Specify and attach certificates.)

E. EMPLOYMENT HISTORY - LAST 10 YEARS (Most recent first)Dates EmployedName and Address of EmployerBusiness of EmployerTitle or Nature of Duties

From _____

To _____

From _____

To _____

From _____

To _____

From _____

To _____

From _____

To _____

Have you practiced massage in the City of Allentown before? (Specify dates and places)

F. MEDICAL HISTORY

List any illnesses or maladies which limit your scope or ability to perform a massage.

G. REFERENCES/OTHER

1. List names and addresses of at least three references (personal, employment or educational).

2. Can you show proof of your eligibility to work in the United States? _____
3. Are you a resident of the Commonwealth of Pennsylvania? _____ How long? _____
4. Have you ever been convicted of a crime? (specify) _____

H. SUPPLEMENTAL INFORMATION - ESTABLISHMENT APPLICANT

1. If a partnership or corporation, list the names and addresses of all partners and officers:

Name _____	Address _____	Title _____
Name _____	Address _____	Title _____
Name _____	Address _____	Title _____
Name _____	Address _____	Title _____

Use additional sheets if necessary.

2. List the names and addresses of all massage practitioners associated with the establishment:
(Note: Each practitioner must be individually registered with the City of Allentown.)

Name _____	City Registration No. _____
Name _____	City Registration No. _____
Name _____	City Registration No. _____
Name _____	City Registration No. _____

Use additional sheets if necessary.

3. Indicate your hours of operation: _____
4. Indicate the names and locations of any massage establishment with which the applicant or any partner or officer of the applicant has been associated in any way:

Application is hereby made for a registration as a massage practitioner or establishment. By this application, it is agreed that the applicant will comply with all applicable ordinances and regulations. It is further agreed that said establishment shall be open to inspection by an authorized City of Allentown official. I understand that any deception or falsehood of this application will be cause for rejection. I also understand that the registration certificate issued is NOT TRANSFERABLE.

SIGNATURE

TITLE (Establishment applications only)

DATE



BUREAU OF HEALTH
Environmental Health Services
Community and Economic Development
610.437.7759 Fax 610.439.5946

**REGULATIONS
FOR
MASSAGE ESTABLISHMENTS AND PRACTITIONERS**

The provisions of these regulations are issued under Part 11, Title 9, Article 1157, of the Codified Ordinances of the City of Allentown. No person shall operate a massage establishment or provide a massage unless he/she has complied with the following regulations:

- A. Service in massage establishments registered under this article shall be limited to exercise, baths and massage.
- B. No person who has any visible symptoms of a communicable disease, such as a rash, discharge or fever, or who is complaining of a sore throat may be attended by any person engaged in the practice of massage.
- C. Advertising that there is a nurse in attendance is prohibited unless there is a registered nurse constantly in attendance during the business hours of the massage establishment.
- D. Advertising that there is a doctor in attendance is prohibited unless there is a licensed physician constantly in attendance during the business hours of the massage establishment.
- E. Floors shall be constructed of approved materials so as to be durable, easily cleanable, and shall be free of open holes or cracks, and shall be kept clean and in good repair.
- F. Walls and partitions in service areas shall be easily cleanable and shall be kept in good repair. Walls, partitions, ceilings, cabinets, shelves, drawers, furniture, fixtures, and all other equipment and appurtenances shall be cleanable and kept clean and finished in a color that will not conceal the presence of soil.
- G. Ventilation shall be provided so as to prevent condensate and excess moisture and to remove objectionable odors. Construction and operation of ventilation systems shall be such as to prevent undue chill.
- H. The premises used for a massage establishment shall be well lighted. It shall be kept clean, and the furniture and equipment shall be maintained in a safe and sanitary condition. There shall be an adequate supply of potable hot and cold running water during business hours.
- I. Bathtubs or showers for patron use shall be thoroughly cleaned before each use by a patron. Hot tubs, whirlpools and spas shall be maintained in a clean and sanitary condition and adequately disinfected as determined by the Bureau of Health.
- J. Toilet and lavatory facilities shall be adequate in number, conveniently located and



available during working hours for patrons and all persons working in the establishment. Toilet rooms shall be constructed with smooth, washable floors and walls and shall be kept clean. They shall be well illuminated and kept in good repair and finished in a color so as not to conceal the presence of soil. Adequate ventilation shall be provided. Durable, legible signs shall be posted conspicuously in each toilet room directing employees to wash their hands before returning to work. Common towels and common drinking cups are prohibited.

- K. All robes, towels, blankets and linens furnished for the use of one patron shall be thoroughly laundered before being offered to another.
- L. Uniforms or garments shall be made of washable, non-transparent materials and shall be kept in clean condition. Uniforms or garments covering the torso shall be worn by the massage practitioner while attending patrons.
- M. The skin of the hands of those attending patrons shall be clean and the nails shall be kept short. The hands shall be washed thoroughly before giving the patron any attention. Practitioners shall have no symptoms of a communicable disease when attending patrons.
- N. Massage practitioners shall be restricted in the giving of massages at locations set forth in their registration applications, except that the giving of massages, baths and exercise in the patron's place or residence is permitted.
- O. Massage practitioners shall notify the Bureau of Health of any change of name and address of their home or business.
- P. The private parts of patrons must be covered when in the presence of massage practitioners or other persons. Any contact with a patron's genital areas is prohibited.
- Q. The following information must be recorded in the daily customer register: patron's name, address, time in, time out, type of massage, name of massage practitioner.
- R. All applicants for registration as massage practitioners or establishments must provide all required documentation as determined by the Bureau of Health.

January 2005

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